

**TOWNSHIP OF EGG HARBOR
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
3515 BARGAINTOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234**

MINOR SUBDIVISION CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The Subdivision/sketch plan shall show the following information and be drawn according to all relevant standards set forth in chapter 198-12 and chapter 225 of the Township Code:

- ____ 1. Submittal Materials:
 - ____ a. Six (6) Copies of the plans shall be submitted on one of the following sheet sizes: 24"x 36" or 30"x 42". If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
 - ____ b. Fifteen (15) copies of half scale plans (11"x 17") shall be submitted.
 - ____ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.

- ____ 2. The plan shall be drawn or reproduced at a scale of not less than 1"=50'.

- ____ 3. Key map at a scale of 1"=300', showing the entire subdivision and it's relation to surrounding areas within 2,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.

- ____ 4. The tract name, Tax Map sheet, block and lot numbers, zoning district and zoning requirements, North arrow, scale, date of preparation and all revisions.

- ____ 5. Existing topography at one (1) foot intervals within the subject property and extending one hundred (100) feet from the property lines.

- ____ 6. Name and address of owner and subdivider and owners of land within 200 feet of the outer boundary of the site as certified by the Tax Assessor and dated when the list was produced.

- ____ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. Land Surveyor, Engineer, Planner or Architect as required by State regulation.

- ____ 8. Approval Signature Lines for:
 - ____ a. Board Chairman
 - ____ b. Board Secretary
 - ____ c. Township Engineer

_____d. Municipal Clerk

- _____9. A certified survey of the property prepared by a New Jersey Land Surveyor with bearings and distances provided for all property lines. Survey shall be provided with datums in NAD 83 and NGVD 88 for horizontal and vertical datums respectively.
- _____10. Acreage of tract to be subdivided to nearest one tenth (1/10) of an acre and the proposed number of lots including area and dimensions of each proposed lot.
- _____11. Locations of all existing and proposed structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will retained or removed.
- _____12. The names, locations and dimensions (cartway and right-of-way widths) of all streets.
- _____13. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at all intersections.
- _____14. Site characteristics maps showing the location of existing and proposed property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts, easements, right-of-ways, and any features, such as wooded areas, streams or wetlands. All historically, cultural and/ or archaeological significant structures or resources shall be shown.
- _____15. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the "New Jersey Freshwater Wetlands Protection Act" or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.
- _____16. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the plan, if applicable.
- _____17. Soil boring information as required in Section 94-44 of Township Code.
- _____18. When on-site septic systems are proposed in areas under CAFRA jurisdiction, soil borings, permeability test results, and the approximate location of the intended septic disposal field in accordance with Section 94-24 P of the Township Code.
- _____19. Proposed connections to existing water supply and sanitary sewer systems, or alternative means of providing these services notes.
- _____20. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
- _____21. Location of temporary stakes to enable the Planning Board to find the appraised features of the sketch plat or minor subdivision in the field.

- _____22. Location of existing wells and septic systems.
- _____23. Location of all monuments, corners, and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend. The legend for metal monuments shall indicate the kind of metal, the diameter, length and weight per lineal foot of the monuments.
- _____24. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of site other than residential shall be noted.
- _____25. The plan/project shall be designed in compliance with the subdivision and zoning ordinances of the Township and other applicable standards of the state, county and local agencies.
- _____26. All applicable fees must be paid with the submission.
- _____27. No application will be deemed “complete” until all taxes and sewer assessments are paid up-to-date.
- _____28. In the Pinelands Area, no application shall be deemed “complete” until a Certificate of Filing from the Pinelands Commission or other evidence of Pinelands Commission review in accordance with Chapter 225, Article VI-A of this Code is submitted by the applicant.
- _____29. The maps for submission must be folded and have the title block clearly visible.

One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 25, 26 and 27 are applicable in all cases and cannot be waived.